

HISTORIC PRESERVATION PERMIT ADJUSTMENT APPLICATION

TO BE COMPLETED BY HISTORIC PRESERVATION STAFF			
FILE NUMBER HPAD		RECEIPT # _____ DATE _____ AMOUNT _____ BY _____	
PROPERTY LOCATION/ ADDRESS			
QUAD #	ZONING		
PD ZONING FILE #	PERMIT FILE#		
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		DATE	BY
SUBJECT TO CONDITIONS	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		
TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)			
PROPERTY LOCATION/ADDRESS/ HISTORIC LANDMARK #			
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>			
DESCRIPTION OF THE PROPOSED MINOR CHANGE <i>Consult approved design guidelines where applicable, where guidelines do not apply, consult the Secretary of the Interior's Standards, see attached. (Approval is limited to description contained herein)</i>			
SIGNATURE OF PROPERTY OWNER REQUIRED			
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	
ADDRESS	CITY	STATE	ZIP CODE
REQUIRED ORIGINAL SIGNATURE OF PROPERTY OWNER		DATE	
CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # ()	FAX # ()	E-MAIL ADDRESS	

Historic Preservation Permit Adjustments are processed in the Planning Divisions, Room 400, from 9:00 a.m. to 11:30 a.m. on Monday, Wednesday and Friday, 10:00 a.m. to 11:30 a.m. on Tuesday and Thursday, and 1:00 p.m. to 4:30 p.m. Monday thru Friday and in the Building Division, Room 200, from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday thru Friday.

Please complete the FRONT Sheet of this application and provide the following.
Incomplete Applications will NOT be accepted.

- ☐ **FILING FEE** \$150. Checks are made payable to the "City of San Jose".
\$110 per hour for consultation regarding review or a proposal prior to filing the application.
 - ☐ **ASSESSOR'S PARCEL MAP** marked with the project location.
 - ☐ **PHOTOGRAPHS** of existing building or subject area.
 - ☐ **FOUR (4) COPIES** of the development plans that include:
 - a. A **site plan* drawn to scale** showing the location of the proposed changes on the subject property, and
 - b. A **drawing to scale** of the proposed change (elevations, floor plans, construction, details, as appropriate).
- *A **Site Plan** should contain the following basic information:
- Dimensions of subject property, lot lines, and existing and proposed driveways.
 - Streets adjoining the subject property.
 - Existing and proposed buildings and structures, including proposed building removal.
 - Dimensions of existing and proposed setbacks.
 - Existing and proposed off-street parking, loading, landscape and circulation areas.
 - Existing trees to be removed. Include circumference of tree at 2 feet above ground level as well as distances from existing and proposed structures and/or trees on the site.